



After School Care Supervisor Job Description

Overview

The qualified individual must be an evangelical Christian committed to living a Biblical lifestyle. He/she is expected to demonstrate patience, humility, integrity, and kindness while performing his or her day-to-day duties. He/she must be devoted to prayerfully work with administration, faculty, students and parents to develop and maintain a school, which is thoroughly Christian and academically superb. The After School Care Supervisor is under the direct supervision of the Elementary Principal.

Personal Qualifications

1. Be deeply committed to a consistent daily walk with Jesus Christ.
2. Spend time daily in personal devotions and prayer.
3. Show in his/her life the joy of the Christian life.
4. Follow the Matthew 18 Principle in dealing with students, faculty, parents and administration.
6. Possess the ability to work gracefully with parents, students, and other school staff to develop a unified and successful educational program.
7. Demonstrate the ability to accept and carry out responsibilities and make competent, professional decisions.
8. Maintain a personal appearance that is a Christian role model of cleanliness, modesty, good taste, and in agreement with school policy.
9. Respectfully submit and be loyal to constituted authority. Shall notify the administration of any policy he/she is unable to support.

Job Description

1. Maintain record of daily check in and check out times of students.
2. Maintain communication with parents on a regular basis. Provide written information on program changes or activity schedules.
3. Conference with parents, in accordance with school policy, on disciplinary issues.
4. Requisition all snacks, materials, and supplies needed to run the ASC program
5. Be at supervisory area on time. (2:30 to 6:00 p.m.).
6. Maintain careful supervision of children. Be alert, watchful and actively engage all children.
7. Responsible to keep ASC supplies in classroom cleaned up and organized.
8. Keep accident forms, first aid kit, and emergency cards on hand in case of emergency.
9. Become familiar with Grace Christian School policies and administrative directives.
10. Salary is hourly. Any additional work performed outside of the regular day needs to be approved by the Principal and the employee must be paid overtime.